

MNCIS Integration – Overview of Notification Messages

Introduction

During the processing of a case in the MNCIS system, integration notification messages can be configured to be sent out – when various business events happen along the way. For example, when the case is first created, or initiated, a “Case Initiation” message is sent out via the integration system. When a hearing is scheduled, a “Hearing” message is sent out. Many other notifications may be sent out, as will be explained further below.

Note – when we refer to notification messages, we do not mean email messages. Instead, these are packets of data encoded in XML, intended to be sent to a receiving computer system.

Case Notification Categories:

- Case initiation
- Charges
- Pleas
- Disposition
- Court decision
- Interim condition
- Juvenile interim placement
- Hearings
- Case security
- Case detail changes
- Warrant
- Subject Parties

The following pages discuss each of these categories in more detail.

Case Notification – Case Initiation

This notification is sent out when the case is first created in MNCIS. There are both Criminal case initiation and Family (Parent/Child relationship) case initiation notifications.

The notification message typically contains the following categories of data:

- General case information – e.g., court case number, county, case type, judge assigned
- Parties on the case – on an adult criminal case, this would be the State of Minnesota, and the defendant. It could also include attorneys on the case. It also includes further demographic information, if that is information that has been entered into MNCIS (e.g., address, SID and other id's)
- Charges – includes the specific statute, as well as the statute description (not applicable for non-criminal cases)

Case Notification – Charges

If criminal charges are changed, this set of notification messages is sent out.

- Charge Filed – a new charge has been added.
- Charge amended – a change to the charge has been ordered by the Court.
- Charge modified – “modified” means that a clerical error has been fixed.

The notification message typically contains the following categories of data:

- General case information – e.g., court case number, county, case type
- Charges – includes the specific statute, as well as the statute description. If configured, may also include the history of charges on this case.

Case Notification – Pleas

As pleas are entered or changed on criminal charges, this set of notification messages is sent out.

- Plea added – a plea added on a particular charge.
- Plea amended – a plea amended on a particular charge. An amended plea means it has been ordered by the Court.
- Plea modified – a plea modified on a particular charge. A modified plea means the plea has been modified to fix a clerical error.
- Plea deleted – deletes the most current plea on a charge.

The notification message typically contains the following categories of data:

- General case information – e.g., court case number, county, case type
- Charges – includes the specific statute, as well as the statute description. If configured, may also include the history of charges on this case.
- Plea – corresponding to a particular charge.

Case Notification – Disposition

As dispositions are entered or changed on criminal charges, this set of notification messages is sent out. The disposition reflects the Court's disposition of each charge – e.g., acquitted, convicted, dismissed, etc.

- Disposition added – a disposition added on a particular charge.
- Disposition amended – a disposition amended on a particular charge. An amended disposition means it has been ordered by the Court.
- Disposition deleted – deletes the most current disposition on a charge.

The notification message typically contains the following categories of data:

- General case information – e.g., court case number, county, case type
- Charges – Includes the charge/s that the message has dispositions for. For each charge, includes the specific statute, as well as the statute description.

Case Notification - Court Decision

Adult Sentence and Juvenile Delinquency Disposition:

A court decision, on the criminal case types, is a grouping of several components (e.g., confinement, diversion, probation, restitution, etc.). Once entered, these components are amended, deleted, or modified as a set, not individually.

Judgments entered on Non-Delinquent children and Child Protection cases (Parent/Child Relationship)

A court decision, on the parent/child relationship case types, is a grouping of several components (e.g., conditions, placement, custody, etc.). Once entered, these components are amended, deleted, or modified as a set, not individually.

Notification messages will be sent out as the court decision is added, and if it is changed.

- Court decision added
- Court decision amended – amended on the basis of a court order
- Court decision modified – modified because of a clerical error

Case Notification – Interim Conditions

Interim conditions are conditions imposed prior to the final disposition of a court case. Interim Conditions are entered or changed in sets of one or multiple conditions, as ordered by the Court. The set of conditions has an order date, and an expiration date.

Here are several examples of interim conditions:

- Chemical dependency evaluation/treatment
- Driver improvement clinic
- Electronic monitoring
- No contact with victim or family
- No possession of alcohol or drugs
- Pay bail (including amount)
- Etc.

Interim condition records can either be added, updated or corrected.

- **Interim Condition Added**
The court staff adds interim condition(s) as the result of a hearing or order of the court.
- **Interim Condition Modified:**
 - The court staff updates the interim conditions record as a result of a hearing or order.
 - From an integration perspective, this results in one notification message coming out – that message contains one node showing the previous interim conditions record being “expired,” and another node showing the updated interim conditions record added.
 - The court staff corrects the interim conditions record if an error was made during data entry.
 - From an integration perspective, this results in one notification message coming out – that message contains one node showing the modified interim conditions record.
- **Interim Condition Expired**
The court staff enters an expiration date on interim condition(s) or deletes all interim conditions which in effect, expires them.

Case Notification - Hearings

In MNCIS terminology, a hearing is a container that can may consist of only one date and time or may consist of multiple dates and times. Each of these date/times within the hearing is called a setting. For example, an arraignment would be one setting within a hearing, a court trial that is scheduled for multiple days would be one hearing with multiple settings.

There are multiple notifications for hearings, as follows:

- Hearing scheduled
- Hearing deleted – a hearing is deleted if the wrong hearing is scheduled by mistake.
- Hearing rescheduled - a hearing is rescheduled if there is a request for a continuance or if the judge is unavailable.
- Hearing canceled – a hearing is canceled if the hearing no longer needs to take place or a conflict arises (e.g., a judge or party becomes sick).

Within hearings, settings are scheduled, with notification messages as follows:

- Setting scheduled – an additional setting is added to a hearing that already has one setting
- Setting rescheduled – when one setting of the hearing is rescheduled
- Setting canceled – when one setting of the hearing is canceled
- Setting held – indicates that the setting actually occurred. Additional information about the setting that was held may be supplied such as the actual judge who heard the case.
- Setting held reversed - indicates that a setting was marked as being held, but that update was undone.
- Setting held modified - indicates that a setting was marked as being held, but something about it has been modified at a later time.

Case Notification - Case Security

Security on a case may change at different times in the life cycle of a court case.

There are multiple case security notifications:

- Case Expunged – a court case is expunged due to a court order
- Case Deleted – a court case is deleted due to a clerical error
- Case Sealed – a case that was previously not sealed is now marked as sealed
- Case Made Confidential – case that was previously not confidential is now made confidential

Case Notification - Case Details

As details of a base court case record are added or modified this set of notifications is sent out:

- Case Reassigned – reassignment of the case to a different judge or to a different court.
- Case Assignment Modified – a judge is assigned to the case where there was no judge assigned before or details of the current assignment are modified
- Case Number Modified – the case number is changed due to reassignment to a different court or clerical error
- Case Title Modified – the case title is modified due to additional information added or clerical error
- Case Flag Added – a case flag in MNCIS captures additional information on the case such as an interpreter is required or fingerprints are needed. If added, this notification is triggered.
- Case Flag Deleted – a case flag is no longer applicable and is deleted from the case record.

Case Notification – Warrants

These notifications are generated when warrants are processed by the court.

There will be multiple types of warrant notifications:

- Warrant Issued – when the warrant is issued by the court and becomes active.
- Warrant Inactivated – when the warrant status is changed from issued to inactive as a result of a change in warrant status. Ex., If an active warrant is recalled, quashed, served, etc., a Warrant Inactivated notification is generated.
- Warrant Modified – When some information on the warrant is changed, but the status remains unchanged, a Warrant Modified notification is generated. Ex., If the expiration date, bond amount, notes or other information is added or changed.

Case Notifications – Subject Party

The purpose of the Subject Party Notifications is to provide information about the changes to MNCIS party information associated with a particular case. When certain party information on a case is added or modified, a notification will be produced that presents these changes in the context of the case that the party is associated with.

For this initial phase of party notifications, notifications are produced when changes are made to a MNCIS case party. These notifications will only occur when changes are made to the party on the case after the original MNCIS case initiation and save.

- Subject Party Added
- Subject Party Removed
- Subject Party Name Added
- Subject Party Name Modified
- Attorney Added
- Attorney Removed
- Attorney Details Modified